

STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
HONOLULU, HAWAII

September 23, 1974

MEMORANDUM 1974-28

TO: All Department Heads  
FROM: KeNam Kim, Comptroller  
SUBJECT: ELIMINATING LATE SALARY WARRANTS FOR EMPLOYEES

The purpose of this memorandum is to update and clarify the policy and procedure for the prompt processing of payroll payments to State employees.

As an employer, the State of Hawaii is obligated to pay all earned compensation to its employees promptly. Therefore, it is the policy of the State government to pay compensation to its employees within thirty (30) days after it is earned. In order to adhere to this policy, it is imperative that all employing agencies complete required input documents, such as SF-5's, work agreements, etc., as soon as possible after an employee is initially hired, appointed, or otherwise employed.


New employees should not, however, be led to expect immediate payroll payment at the close of their first payroll period. In most cases, unless the employing agency has completed and processed required documents in advance, a new employee should not be led to expect his first payroll payment earlier than one month after his first payroll period worked.

Certain casual payrolls have heretofore been processed for payment only once each month. Since these are often the payrolls in which employees are least promptly paid, employing agencies with such payrolls must begin processing them in line with regular payrolls, so that all State employees will be paid twice a month.

In addition, all employing agencies must submit their payroll change schedules to Central Payroll, Accounting Division, Department of Accounting and General Services by the following deadlines in order to have payroll payments processed on time:

- (1) The end of the second (2) working day of a pay period for regular payroll change schedules.
- (2) Noon of the sixth (6) working day before pay day (not counting pay day), for hourly and fringe payroll change schedules.

Your full cooperation in complying with the provisions of this memorandum is essential and expected.

  
KENAM KIM  
Comptroller